Risk Assessment Training
Work Safe! Home Safe!

Look out for others | Get involved | Think safety
Housekeeping

• Emergency exit and arrangements.

• Mobile phones switched off.

• Toilets.

• No smoking.
Objectives

By the end of the course you will have learned the following:

• To recognise the main causes of injury
• Understand why risk assessments must be undertaken
• Identify hazards and risks within the workplace
• Identify specific parties who require risk assessments
• How to carry out a risk assessment in practise.
UK Key Figures 08/09

Injuries
• 180 workers were killed at work.
• 131 895 other injuries to employees were reported under RIDDOR.

Major Injuries
• There were 27 594 people who were involved in a major injury in 08/09 which were reported. (Fractures, Dislocations, Amputations, Loss of Consciousness, Loss of eye sight)

Reportable Injuries
• There were 104 301 over three day injuries reported.
MITIE Key Figures 08/09

Injuries
• 0 workers were killed at work.

• Major Injuries
• There were 27 people who were involved in a major injury in 08/09.

• Reportable Injuries
• There were 127 over three day injuries reported.
Main Causes of Injury

- Handling, lifting, carrying
- Slip, trip, fall (on the level)
- Struck by moving object
- Fall from height
- Struck against something fixed / stationary
- Contact with moving machinery
- Violence
- Harmful substances

- Struck by moving vehicle
- Animals
- Electricity
- Trapped by something collapsing / overturning
- Fire
- Explosion
- Drowning or asphyxiation
Why do Accidents Occur?

• The majority of accidents and incidents occur at MITIE when our employees act outwit the scope of their employment. (74%).

• By carrying out favours and doing jobs that the client requests without planning the job places our employees at risk.

• If employees are not suitably trained they take short cuts which increases the chance of an incident occurring.

• If equipment is not fit for purpose or in a safe condition.

• There is no health and safety documentation available or it is out of date.
Accidents

- **What is an accident?** Unplanned and uncontrolled event which lead to injury, ill health, damage or other loss or error.
HASAWA

Health and Safety at Work Act 1974

• Section 2.1 “Employers must, as far as is reasonably practicable, the health, safety and welfare of employees”

• Section 2.2 - This extends to the provision and maintaining of:
  • Safe plant and safe systems of work
  • Safe handling, storage and transport of (work) articles and substances
  • Necessary information, instruction, training and supervision
  • A safe place of work, with safe access and egress
  • A safe working environment with adequate welfare facilities
Further Regulations

Management of Health and Safety at Work (MHSAW)

• Every employer is to make a suitable and sufficient assessment of:

• The risks to the health and safety of his employees while at work.
• The risks to the health and safety of persons not in his employment that result from the work being carried out.
• Record the significant risks.
MHSAW

Purpose of the risk assessment
• To identify measures needed to comply with health and safety legislation.

Review and Revision
• Where no longer valid
• Where significant changes

Records
• Where five or more employees, employer to record
  • Significant findings
  • Groups most at risk
What is a Risk Assessment

• A risk assessment is a legal document which is used to identify significant hazards within the work place and detail control measures to minimise the risk of an incident occurring.
Why do we carry them out?

We carry out risk assessments for a number of reasons:

• To reduce the number of accidents, injuries, ill health and fatalities
• Increase quality of standard, efficiency and productivity
• Good management practice
• It is a legal requirement
• To keep put teams safe!
Who should be Involved?

- Employees/ Employers
- Safety Managers
- Competent Persons
- Line Managers/ Supervisors
- Safety Representatives
- Contractors
- Specialists
- Anyone with experience and knowledge of the activity
Competence of Risk Assessors

- Knowledge and experience
- Training and qualifications
- Risk assessment skills
- Personal qualities

- Familiarity with the:
  - Workplace
  - Work Activities & Methods
  - Organisation
  - Other Issues & Information

- Ability to recognise limitations and to obtain advice and information
Specific Risk Assessments

• There are two specific categories of people who require risk assessments to be completed:

• Young workers

• New or expecting mothers.
Young Persons

• A young person is considered as anyone under the age of 18.

• They must not be employed unless the following risks are considered:
  • Inexperience, lack of awareness, immaturity
  • Workplace and work station
  • Exposure to physical, biological, chemical agents
  • Work equipment, processes and activities
  • Health and safety training
  • Other specific risks
New or Expectant Mothers

• Specific risks must be assessed for the work being undertaken!

• If these cannot be avoided by preventive or protective measures; there is a need for MITIE to:
  • Alter working conditions/hours of work
  • Provide suitable alternative work
  • Suspend from work
Risk Assessment in Practise!

• Risk assessments are extremely subjective.

• Risk Assessments results will differ from person to person depending on who is completing it.

• The assessors previous knowledge, experience and training will dictate the outcome of each assessment.

• People perceive hazards differently; the key is being able to justify the reason behind your identified hazards.
Perception

Are the horizontal lines parallel or do they slope?
Perception

Do you see a musician or a girl's face?

Old Woman...Or Young Girl?

hint: The old woman's nose is the young girl's chin.
Identifying a Hazard

• A hazard is something which has the potential to cause harm!

An object falling from height is a hazard!

A hole in the ground is a trip/ fall hazard
Hazards are Sources of Harm

- They can be any of the following
  - Thing
  - Living organism
  - Way of working
- You need to be on the lookout and do something about them
- What sort of things create hazards for ourselves and other people?
Hazard Identification

- Detailed job analysis
- Meetings and safety committees
- On-job discussions
- Accident and ill health records
- Personal experience
- Results from monitoring

Guidance

- Instructions, data sheets
- Company policies
- Company procedures
- Legislation
- Industry standards
- Manuals, journals, texts
Identification of Hazards

• Some hazards we cannot see, feel, smell, etc

• You may not know that a hazard can harm you
  • What hazards fall into this category?
  • What hazards did you have to learn about?

• Not everyone’s senses are in working order
Use the Hazard Checklist

<table>
<thead>
<tr>
<th>Hazard Checklist</th>
<th>Example</th>
<th>Other Hazard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adverse weather (e.g. wind/rain)</td>
<td>Faeces</td>
<td>Pressurised systems</td>
</tr>
<tr>
<td>Animals</td>
<td>Falls from heights</td>
<td>Railway rolling stock / Aircraft</td>
</tr>
<tr>
<td>Assault / violence</td>
<td>Fire*</td>
<td>Sharps (e.g. needles)</td>
</tr>
<tr>
<td>Bacteria / Virus</td>
<td>Flying debris</td>
<td>Slips, trips, falls down steep banks</td>
</tr>
<tr>
<td>Being hit by falling objects</td>
<td>Food Handling</td>
<td>Slips, trips, falls on level/down stairs</td>
</tr>
<tr>
<td>Body Fluid Spillages</td>
<td>Handling of loads</td>
<td>Temperature extremes</td>
</tr>
<tr>
<td>Burns &amp; Scalds</td>
<td>Hazardous Substances</td>
<td>Transportation</td>
</tr>
<tr>
<td>Carrying loads up/down stairs</td>
<td>High levels sun / UV light</td>
<td>Ventilation</td>
</tr>
<tr>
<td>Confined spaces</td>
<td>Hot Oil</td>
<td>Vermin / Disease</td>
</tr>
<tr>
<td>Contact with mobile plant</td>
<td>Ionising radiation</td>
<td>Very hot or cold objects</td>
</tr>
<tr>
<td>Cross-contamination</td>
<td>Lone working</td>
<td>Vibration</td>
</tr>
<tr>
<td>Cuts</td>
<td>MITIE allocated areas</td>
<td>Water (immersion/long exposure)</td>
</tr>
<tr>
<td>Difficult access</td>
<td>Moving materials (e.g. crane loads)</td>
<td>Wet surfaces</td>
</tr>
<tr>
<td>Driving (e.g. vehicles &amp; plant)</td>
<td>Moving parts of machines</td>
<td>Working outside</td>
</tr>
<tr>
<td>Dust / Fumes / Vapours</td>
<td>Noise</td>
<td>Other Hazards</td>
</tr>
<tr>
<td>Electricity</td>
<td>Overhead working</td>
<td>If you identify a hazard not on this list, please make sure you include it in the risk assessment – Do not just ignore it!</td>
</tr>
<tr>
<td>Excavations / pits</td>
<td>Poor lighting / darkness</td>
<td></td>
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<tr>
<td>Explosion</td>
<td>Portable equipment</td>
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* Complete a fire risk assessment (MCA/F) 01 only if the control measures contained within this risk assessment are not suitable and sufficient for the level of risk.
What is at Risk?

- Buildings
- Plant and equipment
- Materials
- Stock
- Work in progress
- Computer and paper records
Identifying a Risk

• A risk is the likelihood that someone could be involved in an incident and the severity of the outcome following the incident.

What is the chance that someone will fall?

How severe could her injuries be if she fell?
### How do we Rate Risk

<table>
<thead>
<tr>
<th>Potential Severity</th>
<th>Likelihood</th>
<th>Improbable</th>
<th>Low</th>
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- **Fatality:** Potential Severity
- **Causing injuries such as lacerations, strains, sprains:** Medium Risk
- **Serious:** Potential Severity
- **Temporary disability, fractures, etc:** Medium Risk
- **Very Serious:** Potential Severity
- **Permanent disability:** High Risk
- **Fatality:** Potential Severity

Note: All risks must be reduced to the lowest level reasonably practicable.
Risk Rating Example

- A contract manager is driving between two sites:
  - They only had 5 hours sleep the night before.
  - They are driving at an average speed of 80 mph.
  - They have been driving for 2.5 hours without a break.

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Risk Rating Example

- Annual maintenance in a warehouse roof space by two workers.
  - They have received specialised training.
  - They have the correct PPE and specialised safety equipment.

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Hierarchy of Control

- Elimination or avoidance
- Substitution
- Controlling risks at source
- Separation and isolation
- Safe working procedures
- Training, instruction and supervision
- Personal protection

Other considerations
- Welfare facilities
- First aid facilities
- Emergency procedures
Risk Rating Example

- Steep flight of stairs in factory for 300 workers to access canteen and toilets
  - Trailing cables across the top of the stairs
  - Stairs in poor condition with loose nosing and missing tread
  - Stairs frequently wet and slippery from cleaning and wet footwear.

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Improbable Low Medium High Near Certainty
How to Reduce the Risk!

- Remove the trailing cables – use battery operated equipment!
- Clean the stairs outside of core/peak hours.
- Repair the stairs!
- **What is the new risk rating?**

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Calculating risk reduction

- **Three basic ways of risk reduction**
  1. Reduce the likelihood
  2. Reduce the severity
  3. Reduce likelihood and severity

- **You can assess the risk reduction by calculating the risk**
  - As it is, without the RCS
  - After the RCS is in place

- **You can then decide whether the risk is ALARP**
Reasonably Practicable

Definition

• Risks can be reduced to very low level - for example driving a car at 10 mph

• But the inconvenience it causes outweighs the benefit

Legal term - not reasonably practicable
Summary

• Always ensure that your risk assessments are signed and dated correctly.
• Ensure that each section is completed.
• Review risk assessments annually or where there is a change in the process.
• Communicate risk assessments to your team.
• Young Persons and New or Expecting Mothers require specific risk assessments.
• If you are unsure of something seek assistance to complete the assessment.

• Now for the practical part of the training.
Risk Assessments

• We are now going to carry out a risk assessment activity!

• Kitchen Environment
• Joiners Workshop
• Road Works
• Working at Height
• Using Machinery
• Grounds man
• Kitchen Environment
• Clearing Snowy Paths
Kitchen Environment
Joiners Workshop
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Any Questions?